

**State of Florida  
 Department of Business and Professional Regulation  
 Florida Real Estate Commission  
 Real Estate Company Transactions  
 Form # DBPR RE 12**

Check the box for the relevant transaction in Section I and complete the applicable additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

**For instructions and additional information, see Section VIII, page 5 of this application.**

**Section I – Transaction Types**

<b>CHECK ONLY ONE OF THE APPLICATION TYPES                      (Use multiple forms if more than one transaction is applicable)</b>
<input type="checkbox"/> <b>Designate Qualifying Broker</b> (Complete Section II) [9008] <input type="checkbox"/> <b>Add/Change/Remove Trade Name (D/B/A)</b> (Complete Section III) [9006] <input type="checkbox"/> <b>Add/Terminate Sales Associate(s) or Broker Sales Associate(s)</b> (Complete Section IV as needed) [9007] <input type="checkbox"/> <b>Company Address Change</b> (Complete Section V) [9006] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address <input type="checkbox"/> <b>Company Address Change with Issuance of Updated License - Fee \$25.00</b> <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address (Complete Sections V and VII) [8001] <input type="checkbox"/> <b>Company Name Change – Fee \$25.00</b> (Complete Section VI) [8001] <input type="checkbox"/> <b>Request Duplicate License – Fee \$25.00</b> (Complete Section VII) [8001]
<b>CHECK YOUR REAL ESTATE COMPANY TYPE</b>
<input type="checkbox"/> Corporation/Professional Association/LLC [2502] <input type="checkbox"/> Partnership [2503]

**Section II – Designate Qualifying Broker**

Last/Surname (new qualifying broker)	First	Middle	Suffix
Broker License # (new qualifying broker):			
Name of real estate company new broker will qualify:			
License # of real estate company new broker will qualify:			
Signature of new qualifying broker:			

**Section III – Add/Change/Remove Trade Name (D/B/A)**

Last/Surname (Qualifying Broker)	First	Middle	Suffix
Broker License # (if sole proprietor):			
License # of real estate company (if not sole proprietor):			
Adding, changing, or removing trade name?			
<input type="checkbox"/> Adding <input type="checkbox"/> Changing <input type="checkbox"/> Removing			
Existing Trade name (D/B/A) being changed or removed (if changing or removing):			
New trade name (D/B/A) (if adding or changing):			
Signature of qualifying broker:			

**Section IV – Add/Terminate Sales Associate(s) or Broker Sales Associate(s)**

(a) ADD/TERMINATE SALES ASSOCIATES OR BROKER SALES ASSOCIATES: COMPANY INFORMATION			
Last/Surname (Qualifying broker)	First	Middle	Suffix
Company license # of real estate company:			
Name of real estate company:			
Signature of qualifying broker that is adding or terminating employee(s):			
(b) ADDED/TERMINATED SALES ASSOCIATES OR BROKER SALES ASSOCIATES INFORMATION			
<b>(1)</b> Last/Surname	First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :	Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		
<b>(2)</b> Last/Surname	First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :	Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		
<b>(3)</b> Last/Surname	First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :	Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		
<b>(4)</b> Last/Surname	First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :	Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		
<b>(5)</b> Last/Surname	First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :	Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		
<b>(6)</b> Last/Surname	First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :	Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		
<b>(7)</b> Last/Surname	First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :	Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		
<b>(8)</b> Last/Surname	First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :	Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		

**Section IV – Add/Terminate Sales Associate(s) or Broker Sales Associate(s) – continued**

<b>(9)</b> Last/Surname				First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :				Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		
<b>(10)</b> Last/Surname				First	Middle	Suffix
License # of added/terminated sales associate or broker sales associate :				Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate		

**Section V – Company Address Change**

COMPANY INFORMATION		
Company name	Company License #	
Signature (Qualifying Broker)		
NEW PHYSICAL ADDRESS		
Street Address		
City	State	Zip Code (+ 4 Optional)
County	Country	
NEW MAILING ADDRESS - BUSINESS		
Street Address		
City	State	Zip Code (+ 4 Optional)
County	Country	

**Section VI – Company Name Change**

COMPANY INFORMATION
<b>This transaction is for changing the company's name, not the Doing Business As (D/B/A) name. To change the D/B/A name, complete Section III.</b>
Company License #:
Company name (previous)
Company name (new)
Signature (Qualifying Broker)

**Section VII – Request Duplicate License**

<b>COMPANY INFORMATION</b>	
Company License Number	
Company name	
By signing below – I hereby certify that I need a replacement license issued by the Department of Business and Professional Regulation because (check one): my current license was <input type="checkbox"/> lost <input type="checkbox"/> destroyed, or based on <input type="checkbox"/> name change or <input type="checkbox"/> address change, and that my request for a duplicate license is for a legitimate business purpose.	
_____ Signature of Qualifying Broker	_____ Date

**APPLICATION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your application to ensure faster processing.**

<b>TRANSACTION</b>	<b>APPLICATION REQUIREMENTS</b>
<b>Designate Qualifying Broker</b>	<input type="checkbox"/> Complete this application.
<b>Add/Change/Remove Trade Name (D/B/A)</b>	<input type="checkbox"/> Complete this application.
<b>Add/Terminate Sales Associate(s) or Broker Sales Associate(s)</b>	<input type="checkbox"/> Complete this application.
<b>Company Address Change</b>	<input type="checkbox"/> Complete this application.
<b>Company Address Change with Issuance of Updated License</b>	<input type="checkbox"/> Complete this application. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR.
<b>Company Name Change</b>	<input type="checkbox"/> Complete this application. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR.
<b>Request Duplicate License</b>	<input type="checkbox"/> Complete this application. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR.

**Please mail your completed application, documentation and required fee(s) to:**

Department of Business and Professional Regulation  
1940 North Monroe Street  
Tallahassee, FL 32399-0783

## Section VIII – Instructions and Additional Information

If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

### 1. Designate Qualifying Broker

#### a. Information:

- i. This transaction allows a real estate company to designate a particular broker as its qualifying broker. This will occur when a real estate company wants to change its qualifying broker. A real estate company will designate its initial qualifying broker on form # DBPR RE 7.
- ii. Successful completion of this transaction serves to activate the broker's license with the particular real estate company.

### 2. Add/Change/Remove Trade Name (D/B/A)

#### a. Information:

- i. This transaction allows a real estate company to add, change, or remove a trade name (also known as a "doing business as name", or D/B/A).
- ii. See [Florida Real Estate Commission FAQs](#) for more information.

### 3. Add/Terminate Sales Associate(s) or Broker Sales Associate(s)

#### a. Information:

- i. This transaction allows a real estate company/employer to add or terminate sales associates and/or broker sales associates.
- ii. The company/employer should fill out an individual portion of Section IV (b) for each sales associate or broker sales associate it wishes to add or terminate.
- iii. Successful completion of this transaction will activate or deactivate the license status of the added or terminated employee(s) as related to status with the employer.
- iv. Note: A sales associate or broker sales associate who wishes to deactivate his or her status with a particular real estate company should not complete this form to do so. These individuals should file/complete form # DBPR RE 10.
- v. Fill out Section IV (a) in its entirety.
- vi. Fill out Section IV (b) as needed. Attach additional copies if necessary.

### 4. For the "Company Address Change with Issuance of Updated License," "Company Name Change" and "Request Duplicate License" transactions:

- i. These transactions require DBPR to mail a new hard copy of the applicant's license with the updated information.
- ii. Once the applicant receives the new license, he/she should destroy the old license.
- iii. These transactions require a fee in the amount of \$25.00. Make checks payable to DBPR.
- iv. Please update your records with the Department of State, Division of Corporations, if you have changed the name or address of your company.